

PLANNING MANAGER

DEFINITION

To plan, direct, supervise, and coordinate the work of the Planning Division of the Community and Economic Development Department; to administer the City's general plan, neighborhood and specific plans, the zoning ordinance and related development regulations, as designated by the City Planning Director, and direct the processing of development permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community and Economic Development.

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

1. Assists in the development and implementation of goals, objectives, policies and priorities for the division to assure the efficient and effective operation of the Planning Division.
2. Plans, organizes, controls, and evaluates the functions and activities of the Planning Division including general, neighborhood and specific planning; project planning; subdivision engineering; and landscape design.
3. Responsible for coordination of the provision of service in the Permit Center.
4. Develops and administers general, neighborhood and specific plans, as well as the zoning, sign and parking regulations.
5. Coordinates advance planning and development review with outside governmental agencies and citizens groups.
6. Develops forms and procedures for processing applications for zoning and development permits and other development processing activities.
7. Prepares and/or reviews reports and recommendations relating to applications for development and related code amendments and environmental assessment procedures.
8. Serves as staff and prepares or directs preparation of reports, studies, analyses and recommendations for the Planning Commission.

ESSENTIAL DUTIES (continued)

9. Presents staff recommendations to the City Council, council committees, boards, commissions, civic groups, and the general public.
10. Meets with developers and the general public regarding advance planning efforts, development applications and processes to explain purposes, regulations, policies and accepted development practices.
11. Assists in budget preparation and administration.
12. Supervises, trains, and evaluates professional, technical and clerical staff.
13. Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations. Coordinates department programs with other governmental agencies.

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles and practices of city, county, and regional planning.
- B. Principles and practices of long-range and current planning, including zoning administration, site planning, subdivisions, architecture, and landscape architecture.
- C. State laws and municipal and county ordinances governing land use, zoning, subdivisions, and environmental regulations.
- D. General principles and practices of effective administration, budget preparation and personnel management.
- E. Cost recovery techniques and fee structuring.

Knowledge of (continued):

- F. General computer programs i.e. word processing programs, spreadsheets and tracking.

Ability to:

- G. Plan, organize, and coordinate complex planning projects and studies.
- H. Plan, organize, coordinate and supervise the work of professional and technical staff, including monitoring work schedules and evaluating the work of subordinates.
- I. Establish and maintain effective working relationships with the public, developers, consultants, governmental officials, and public bodies.
- J. Interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.
- K. Communicate clearly and concisely, orally and in writing.
- L. Read and interpret development plans and specifications.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities are:

Experience: Four years of increasingly responsible experience of a supervisory, administrative or professional nature in planning, development processing, or a related field.

Training: A Bachelor's Degree from an accredited college or university with major coursework in planning, public administration or a related field. A Master's degree in Planning, Public Administration or related field is desirable.

SPECIAL REQUIREMENTS:

Essential duties require the ability to work in a standard office environment, to access a computer and to make presentations to public bodies.

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Planning Manager  
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PROBATIONARY PERIOD: One Year

797CS99

July 1993

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APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt